

Institute for Defence Studies and Analyses
No. 1 Development Enclave, New Delhi-110010

IDSA/Maint of Building /2017-18
Dated: 23/01/ 2018

To,

Subject: Replacement of Mosquito net & Buffing of Stainless Steel sinks in Kitchen

Dear Sir(s),

Quotations are invited as per scope/specifications of works given in Annexure- 'A' (enclosed). Conditions of the tender shall be as follows: -

1. Time Schedule

The work shall be completed within 60 days from the date of placing the order. A sum of Rs 500 per day will be charged for delay. Director General IDSA's decision in this regard shall be final and binding.

2. Execution of Work

The materials supplied and /or incorporated into the work shall be best available and strictly conforming to specifications, catalogue, No, size and dimensions as mentioned and shall be ISI marked as far as possible. The job work shall be executed in best workmanship like manner according to standard engineering practices to the entire satisfaction of the Estate Manager, IDSA.

3. Lump sum Price

Lump sum rates quoted for the work shall be deemed to include for all material and labour, tools & plants, accessories, as required for proper execution of work complete in all respects. Any missing minor details which are not spelt out in the description of items but are required for proper completion of job work, shall be deemed to have been taken into account in the quoted rates. The rates shall also include for all taxes including WCT and TDS (excluding the GST) octroi, excise duty, transportation etc. including price escalations, contractor's overheads and profits. Nothing extra shall be admissible on any such account.

4. Approval of Material and Workmanship

All the material and workmanship shall be approved by the Estate Manager. The rejected material shall be removed from the site forthwith and replaced with approved materials at no extra cost. The site shall be cleared of all debris and

un-used materials after completing the work . The Contractor will obtain certificate of satisfactory work done from the Residents/Occupants where work has been completed ,

5. Delivery of Materials/Items and Completion

Pre-delivery inspection of the material (to be used) will be carried out by the representative of I D S A. These shall be accompanied with delivery challans, indicating description of items/materials, their sizes and quantity. Delivery challans shall be got signed by the user's/Unit's representative. No payment against the supplies shall be admissible without furnishing signed delivery challans along with Bills. The work shall be completed to the entire satisfaction of the Estate Manager, IDSA. On Completion of the work, the contractor shall inform in writing with the date of physical completion of work for final approval and issues of completion certificate.

6. Defect Liability

The work completed shall have defect liability period of 12 months from the certified date of completion. The contractor shall rectify, re-do and/or replace all the components/item of works wherein defects have developed during this period under the direction of the Estate Manager at no extra cost.

7. Submission of quotation

The quotation duly quoted and signed on all pages along with this letter as token of the acceptance of terms and conditions mentioned herein, should be submitted in sealed cover duly marked "quotation for Replacement of mosquito net and buffing of kitchen sinks at IDSA", addressed to Estate Manager , so as to reach on or before 1500 hrs on 15TH February , 2018. No quotation shall be entertained after the last date and time .

8.Earnest Money_ : Bidders are required to deposit Rs 10000/- (Rupees Ten thousand only) in form of Demand draft . The demand draft shall be in the name of IDSA payable at New Delhi. No Interest will be paid on Earnest money .

9..Security Deposit : _The Bidder shall deposit 10% of quoted amount as performance security in form of bank Guarantee . The performance security will be released after Completion of defect liability period (12 months from the date of completion) . The Earnest Money deposit of successful bidder may be adjusted in security Deposit .

10.. .Payment shall be made on satisfactory completion of work.

11..Dispute Resolution

Disputes if any, with regards to the interpretation, execution and/or implementation of these terms and conditions shall rest exclusively with the Director General, IDSA whose decision shall be final and binding upon the parties. Disputes, if any, with regard to the decision of the Director General, in this regard, shall be referred to arbitration at the hands of a sole arbitrator to be appointed by IDSA and all proceedings in this regard shall be subjected to the sole and exclusive jurisdiction of courts of competent jurisdiction at New Delhi.

12.It is the duty of contractor to clean the stains of painting work which may occur during the painting work . No separate payment will be made on this account .

13.Bidders have to attach following document with this bid :-

- (i) GST registration No/detail.
- (ii)Proof of current account operating in any of nationalized bank.
- (iii)Two work orders/Completion certificate of similar Nature or Firm should have experience of 03 years in civil repair/fabrication field.
- (iv)Pan Card Copy.
- (v)Two references where previous works has been carried out.

14.Upon acceptance of bid, no sub letting/transfer would be allowed by the Contractor except with the prior written permission of Estate Manager , IDSA

15.Standard force-majeure conditions shall be applied.

16.Good quality paint (Asian/Burger or equivalent will be applied). The Contractor will obtain Users satisfaction certificate before claiming for payment.

18. No additional payment will be made for minor civil work which come in the way of work like filling of putty, repair of doors (minor) etc. This should be deemed as a part of the work .

19.Contractors are advised to inspect the site physically and calculate the volume of work and requirement of work itself . IDSA will hold no responsibility for wrong calculation or non understanding of work , before quoting the amount for said work.

20. Scope of work & tentative area :-

- (i) Removal of old MS mosquito net from Doors, window of residential flats
- (ii) Fitting of New mosquito net & painting of the same .
- (iii) Buffing of Kitchen sinks (SS) .
- (iv) The No flats where the work is proposed to be undertaken is as under :-
 - (a) Block A-48
 - (b) Block B-20
 - (c) Block C-4

Director General, IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons.

Please acknowledge.

Yours Sincerely,

Hemant Kumar
Estate Manager..

Additional Conditions

1. All the T& P is to be arranged by Contractor and nothing extra shall be paid on this account
2. All the labour bye laws & regulations are to be followed by the contractor .
3. The contractor shall make his own arrangement electric connections to equipment like drill machine etc.
4. The Contractor shall be bound to follow the restrictions on the movement of labour , material imposed by IDSA or any other authority connected with site due to security or any other reason(s) . No Claim shall be entertained on this account .
5. The Contractor shall take all precautions to avoid accidents by exhibiting necessary cautions boards, lights flags etc . He shall be responsible for all the damages , accidents , caused due to negligence.
6. The contractor shall personally responsible for violation of any guidelines and shall have to pay the fine /penalty imposed by appropriate authority . No claim on this account shall be entertained .
7. The rate quoted by the contractor shall be include with all lead lift and height and nothing extra shall be paid .
8. TDS and WCT will be deducted as per applicable rules .
9. The contractor shall be fully responsible for safe custody of the material even if the material are under double lock system.
10. Quantity can be increased or decreased depending

upon site conditions .

11..Standard force-majeure conditions would be apply.

12..Contractors are advised to Visit the site before quoting .
After opening the bids no excuse will be entertained with regards to site conditions , security restrictions etc.

Director General, IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons thereto.

Please acknowledge.

Yours sincerely,

(Hemant Kumar)
Estate Manager.

Form of Tender

(Note: the appendix forms part of the tender)

To,

IDSA

No 1, Development Enclave

Rao Tularam Marg, New Delhi-110010.

Sir,

Name of work : -----

- a. Having visited the site and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract, specifications and schedule of quantities of this tender documents or such other sum as may be ascertained in accordance with the said condition of contract.
- b. We undertake to complete and deliver the whole of the works comprised in the contract within the time started in appendix hereto.
- c. We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents a fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
- d. We agree to abide by this tender for the period of one year from the date fixed for receiving the same or agreed extended period and it shall

remain binding upon us may be accepted at any time before the expiry of the period.

- e. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.
- f. We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
- g. We understand that you are not bound to accept the lowest or any tender you may receive.

.....

Dated Day of

Signature.....In the capacity of

Duly authorized to sign for and on behalf

of.....

Name and address of the tenderer.

(IN BLOCK CAPITALS)